



Operations Bring Your Own Device (BYOD) / Technology Stipend Policy Effective 1/1/2022

As part of your role on the Operations team, you will be required to use your personal device as a method of communication, and to access the company's various applications. The device must meet minimum requirements to support utilization of Essex's applications.

Essex has adopted the following policy to ensure the company is reimbursing those communication device/plan expenses that are required by the company's business needs and to ensure consistent reimbursement while maintaining competitive practices in the marketplace.

ELIGIBILITY / REIMBURSEMENT

All Operations Associates will receive a stipend of \$25 per pay period (based on 24 pay periods, subject to applicable taxes) to support communication needs of the business.

Associates must agree to the terms and conditions set forth in this policy, comply with all laws restricting their usage (for example, while driving), and other relevant company policy in order to be able to connect their devices to the company network and participate in this program. Essex reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below and Essex's Acceptable Use Policy. This policy is intended to protect the security and integrity of Essex's data and technology infrastructure.

Essex will make best efforts to support installations of work-related applications and email. All other technical support will be directed towards their cellular provider.

*This policy is subject to change based on business needs.
Please contact Human Resources for additional information.*